



Registration and Advising Information for First-Year Advisers

Scripps College
Office of the Registrar
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PORTAL REGISTRATION:

- Students receive registration packets during Orientation, including the [Fall 2018 New Student Registration Handbook](#) (included in your registration materials for your reference).
- Registration time on Sunday, September 2, in Steele 229, is indicated on the front cover label of the Handbook; academic adviser's name also appears on this label. Each student has a two-hour registration window.
- Add/drop for all students starts Monday, September 3, at 1:00 pm (see page 10 of the Handbook for required approvals and registration deadlines).
- Registration days and times are coordinated with all 5Cs and follow the pattern used the preceding spring for continuing students. Four alphabetical groups rotate each semester. This year, new student registration will begin with group S-Z.

ADVISING/REGISTRATION INFORMATION:

- **Scripps Catalog:** The [Scripps Catalog](#) is the official source for academic programs and courses. Students should refer to the catalog in planning their path to graduation. All students who enter the College in Fall 2018 are subject to the academic requirements of the 2018-2019 Scripps Catalog.
- **Schedule of Courses:** The 5C Course Schedule can be accessed on the [Scripps Portal](#) and includes course limits and seat availability as well as enrollment restrictions or required permissions. PDF schedule is posted on the [Registrar's](#) page.
- **Registration clearance is granted on the portal.** Refer to the [Faculty Portal Instructions](#) to review how to grant registration clearance. Your advisees cannot register for classes without your registration clearance.
- **Course Limits and Overload:** Students will be limited to no more than 4.75 courses during portal registration on September 2. All students are limited to no more than 5.75 courses during the add period (September 4-17). Six or more courses requires CAR petition.
- **Cross-registration:** First-year students are encouraged to enroll in their first-semester courses on the Scripps campus, if possible.
- **Courses Requiring Permission:** Students request instructor permission through the Portal. Refer to the [Faculty Portal Instructions](#) - Granting Student PERM Requests.
- **Language and Math Placement Exams:** Competency equivalent to 3 semesters of one language (through intermediate)—or placement **into** fourth semester—meets the Foreign Language Requirement. The Math GE requirement can be met by the placement exams administered during Fall Orientation. Results of these placement exams are visible on the student's portal (see "Unofficial Transcript") and will be sent to students and their advisers by email as quickly as possible Friday afternoon, August 31.
- **Writing 50:** Required for all first-year students. Section descriptions can be found on the portal. Students should have in mind alternative sections in the event sections are closed at their registration time.
- **Core I:** Core I meets TWR 11:00-12:15 p.m. Students must register for CORE 1 during registration on September 2.
- **Degree Audits and Unofficial Transcripts:** A Degree Audit and an unofficial transcript (including AP, IB, SATII and/or transfer credit for college work) for each of your advisees can be accessed on the portal. Audits will display any GE requirements that have already been met.
- **Race and Ethnic Studies Requirement:** An approved comprehensive list of courses meeting the [R&E Studies requirement](#) is posted on the Registrar web page. For fall 2018 offerings, refer to

the portal "Course Area" drop down menu and select "SC Race and Ethnic St Req."

- **Gender and Women's Studies Requirement:** Courses approved for the [GWS requirement](#) are listed on the Registrar web page. Also, courses can be found on the portal "Course Area" drop down menu and select "SC GWS."
- **PE:** Physical Education activities for which students register and receive a grade of Pass will receive .25 course credit. Students may earn up to a total of 1.0 Scripps course credit (four .25-credit enrollments with Passing grades) exclusively for physical education registrations, including intercollegiate athletics.

IMPORTANT DATES: *Advisers should be available just prior to and on these dates for advising/approval signatures.*

- **Last Day to Add: Monday, September 17.**
- **Low Grade Reporting: Due Wednesday, October 10.** Advisees need to be encouraged to meet promptly with professors who send them low grade notices. Advisers are automatically notified of all low grade advisories.
- **Last Day to Drop: Thursday, October 25.** Deadline to drop; course drops off transcript.
- **Last Day to Withdraw: Wednesday, December 12 .** A student must submit a [Course Withdrawal Form](#). A Withdraw grade (W) will appear on the student's transcript. The Withdrawal grade does not calculate into the student's grade point average or earn credit. The form requires signatures from both the instructor and academic adviser.
- **Preregistration for Spring 2019: Tuesday-Friday, November 13-16.**
- **Final Examinations: Monday-Friday, December 17-21.** The [Final Exam Schedule](#) is found on page 2 of the Handbook and on the Registrar web page.

ADDITIONAL INFORMATION:

- **Email Notifications:**
 - Advisers receive a daily (September 4-October 25) email listing changes made by their advisees the preceding day; if no advisees made changes, no email will be sent.
 - From September 4-October 25, all instructors will receive a daily email listing of changes made by students to their course registrations; if there are no registration changes, no email will be sent.
- **Class Lists:** "Real time" class lists are on the portal (not Sakai). Check your class lists before and after the add deadline, before and after the drop deadline, and before and after the Course Withdrawal deadline. **In the fall and spring semester, the Wednesday prior to finals week is designated as the last day of classes. Reading Days:** Thursday and Friday of the last week of classes each semester. Classes are suspended, but faculty may hold study sessions, critique sessions, or reviews. **No new material may be introduced at these sessions.**
- **Incomplete Policy:** An Incomplete grade may be given to Scripps students at the instructor's discretion under particular circumstances. The guidelines for assigning Incomplete grades to Scripps students are printed on the required [Explanation of Incomplete form](#) available from the [Registrar web page](#). (CMC, HMC and Pomona students must petition *in advance* to receive an Incomplete grade.)
- **Academic Records:** Advisers can access their advisees' academic records on the portal. A summary of courses completed and grades earned is available. This is not a transcript, but can assist you when advising to review and plan degree progress.
- **Change of Adviser:** Change of adviser [forms](#) are available on the web and in the Registrar's Office. New students are strongly expected to retain their assigned adviser during the first semester until they become more familiar with Scripps and the faculty. When a student declares a Scripps major, the major adviser assumes the role of Primary Adviser. Off-campus majors must retain a Scripps Primary Adviser.

The [Registrar's web page](#) has registration and course information as well as procedures and [forms](#) available for your use. Please explore these pages at <http://inside.scrippscollege.edu/registrar/>